

ATCS-X

12 MAR 2008

MEMORANDUM FOR

Office of the Commanding General (OCG)
Office of the Deputy Commanding General/Chief of Staff
(ODCG/CofS)
Office of the Command Sergeant Major (OCSM)
Office of the Commander's Planning Group (OCPG)
Office of the Secretary of the General Staff (OSGS)

SUBJECT: Standard Operating Procedure (SOP) for the TRADOC
Commander's Conference Room (CCR)

1. Purpose. To establish SOP for the operation of the TRADOC CCR.

2. Applicability. This SOP applies to all Command Group tenants and other users of the CCR.

3. Duties and Responsibilities:

a. SGS Executive Services Division maintains the schedule for the use of the CCR (see enclosure).

b. OCG Telecommunications Supervisor assumes overall responsibility for the operation of the CCR audiovisual (AV) equipment, to include video teleconference (VTC) operations, for all Command Group tenants. Incumbent provides operational training to OCG alternate operator(s) and to DCG/CofS primary and alternate operators. Incumbent shall also provide training to other staff elements, as required, so they may support their own CCR requirements.

c. The ODCG/CofS provides a primary and alternate operator to provide AV and VTC operational support for the DCG/CofS and his designee. They will provide support to other users when the Telecommunications Supervisor is unavailable.

d. The OCSM maintains the general upkeep and cleanliness of the CCR.

e. SGS Information Management Office maintains all CCR systems, coordinates all technical support, and provides limited operational support to assist designated personnel in performance of their duties.

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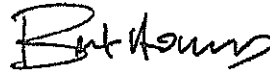
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f. Other users are responsible for requesting use of the facility and coordinating their own AV and VTC support. As required, the Telecommunication Supervisor will provide AV and VTC training.

g. Only trained personnel will operate the AV and/or VTC equipment. At no time shall any operator attempt to alter, reconfigure, or move the hardware/software configuration of any AV or VTC equipment.

4. It is the user's responsibility to ensure display of the correct Individual flag. For distinguished visitors, ESD will ensure display of the correct flag.

5. All users and participants must comply with above policy.



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BART HOWARD
Colonel, GS
Assistant Chief of Staff

CCR Scheduling and Coordination

1. TRADOC SGS Executive Services Division controls and maintains the schedule for the CCR, closely monitoring and updating the schedule on a continual basis. Due to security concerns, only a limited number of individuals in the OCG, ODCG, OCSM, and SGS can access the automated calendar. Individuals may confirm/check availability of the CCR via Outlook Public Folders. Select "All Public Folders," "Monroe Public Folders," then "Command Group," and "TRADOC Command Conference Room." Add this folder to your favorites for convenience.
2. Use the electronic reservation form on the TRADOC Web site at <http://www.tradoc.army.mil/sgs/scheduler.aspx> to submit requests for the CCR. When completing the request form, provide all applicable information (event title, classification, host, point of contact name, telephone number(s), etc.). Use the comment field to annotate flag requirements and other pertinent information. After confirmation of availability, information provided on the request form will be entered into the schedule. Requestors will receive confirmation via e-mail. If there is a need for AV equipment, the requestor must contact the OCG Telecommunication Supervisor to arrange for equipment training.
3. Telephonic reservation inquiries will only temporarily confirm space availability. Submit a reservation request using the online reservation form to ensure availability. All requests for use of the CCR must be for events hosted or attended by the CG, DCG/CofS, TRADOC CSM, their personal staff, or their designees. The CCR is not available for public reservation.
4. The CCR's maximum seating capacity is 25. Coordinate all AV or VTC requirements with the OCG Telecommunication Supervisor when making reservations. The conference facilities must be kept clean and presentable at all times. The using party is responsible for clean up and removal of all conference materials immediately following their event.

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